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ADM-10.7

DD/S&T 1514-66

26 APR 1966

**MEMORANDUM FOR:** Director of Computer Services  
Director of Elint  
Director of Research and Development  
Director of Scientific Intelligence  
Director of Special Activities  
Director of Special Projects  
Director of Foreign Missile and Space  
Analysis Center

**SUBJECT :** Change in Format of Monthly Activities  
Reports

**REFERENCE :** 6 December 1965 DD/S&T Goal Paper,  
[redacted]

1. To improve reporting procedures and data flow in relation to the new program structure, you are requested to structure your Monthly Activities Reports, commencing with the May report, along the lines of the DD/S&T Planning Structure as contained in reference. Office activities should be reported under categories, subcategories and elements as appropriate. Miscellaneous data which does not fit into such a format can be treated in a "general" section. Where a single programming subcategory covers most or all of an office's activities, as in the case of OSA and OSP, the relevant data should be reported along Program/Project lines.

2. Plans and Programs Staff, Room 6E46, will assist you in working out the new format. Please deal with [redacted] on any questions or problems that arise.

(Signed) [redacted]

O/DD/S&T/[redacted] kfh (26 Apr 66)  
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[redacted]  
Executive Officer  
Directorate of  
Science and Technology

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